

Inventory Reports - How to Generate

During the 2013 Statistical Sample inventory, you will need to run several reports on a regular basis. A successful inventory relies on the ability of the divisions/stewards to manage their assets in a timely fashion. The following reports will be the ones that will provide you with updated information on your division/stewards results.

Reports from the sunflower application

- ASRV6010 Review Campaign Base Assets
 - * List of all assets in the inventory that are still “Open”
- ASRV6050 Executive Review Resolution Summary
 - * Statistical information of “Open” and “Closed” assets

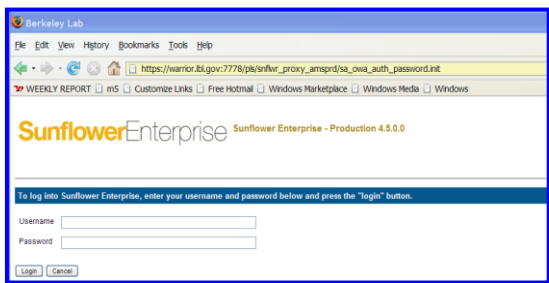
Reports from the barcode reader, once resolutions have been uploaded from MobileTrak

- ASRV6090 Resolution Interface Processing Results

Sunflower Logon Screen

Open Sunflower application

- USERNAME – Your Lab assigned username
- Password – Your LDAP password
- Select - Login



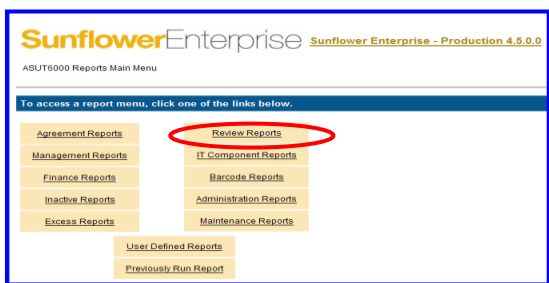
Sunflower Menu Screen

- Click on – Sunflower Enterprise Reports



Sunflower Reports Main Menu

- Click on – Review Reports



Inventory Reports Instructions

SunflowerEnterprise Sunflower Enterprise - Production 4.5.0.0

ASRV6000 Review Reports

To run a report, click one of the links below.

Base Asset Interface Processing Results	Review Campaign Base Assets
Current Resolutions at Different Location than Asset	Review Campaign Base Assets with Resolution Information
Executive Review Resolution Summary	Review Campaign Properties
Resolution Interface Processing Results	Review Resolution Summary
Review Accruals	Review Resolution Summary by Person

[Previously Run Report](#)
[Reports Main Menu](#)

ASRV6010 Review Campaign Base Assets

The Review Campaign Base Assets report will provide you with detailed information of “Open” and “Closed” assets. For the most part, you will run this report when you need to see what assets are still open.

- Click on – Review Campaign Base Asset

SunflowerEnterprise Sunflower Enterprise - Production 4.5.0.0

ASRV6000 Review Reports

To run a report, click one of the links below.

Base Asset Interface Processing Results	Review Campaign Base Assets
Current Resolutions at Different Location than Asset	Review Campaign Base Assets with Resolution Information
Executive Review Resolution Summary	Review Campaign Properties
Resolution Interface Processing Results	Review Resolution Summary
Review Accruals	Review Resolution Summary by Person

[Previously Run Report](#)
[Reports Main Menu](#)

Select the Review Campaign Base Assets report parameters to generate the report

- Click on – 2013 Statistical Sample Inventory - Overall
- Interest Type
- Select - Inventory Asset
- Steward
- Enter Division initials

SunflowerEnterprise

Sunflower Enterprise - Production 4.5.0.0 Review Reports

ASRV6010 Review Campaign Base Assets

How Would You Like to Select the Assets that Appear on the Report?

Review Campaigns: 2013 STAT SAMPLE INVENTORY (highlighted)

Interest Type: INVENTORY ASSET (highlighted)

Manager: [Text Field]

Owner: [Text Field]

Steward: [Text Field]

☐ Include the Steward's child Organizations (highlighted)

Official Name: [Text Field]

Manufacturer: [Text Field]

Model: [Text Field]

Stock Number: [Text Field]

Custodian: Identifier [Text Field] Last Name [Text Field] First [Text Field] Mid [Text Field] Prefix [Text Field] Suffix [Text Field]

User: Identifier [Text Field] Last Name [Text Field] First [Text Field] Mid [Text Field] Prefix [Text Field] Suffix [Text Field]

Location: Site/OR-Site Type [Text Field] Stv1 Type [Text Field] Stv1 Identifier [Text Field] Stv2 Type [Text Field] Stv2 [Text Field]

Inventory Reports Instructions

Resolution Types

- Select - Open
- Click – Submit

The screenshot shows a web form titled "Resolution Types". A dropdown menu is open, displaying a list of resolution types: "All (Excluding Open)", "Open", "AGREEMENT ASSET IDENTIFIER CHANGE", "AGREEMENT ASSET FINAL EVENT", "AGREEMENT ASSET INITIAL EVENT", "ASSIGN COMPONENT", "BARCODE KEY", and "BARCODE SCAN". The "Open" option is highlighted. Below the dropdown, there are two date input fields labeled "Include Only Assets With a Resolution Recorded Between" and "(MM/DD/YYYY) and". Below these is an "Asset State" input field. Further down, there are two sections: "How Would You Like the Assets to be Grouped?" with a "NONE" dropdown, and "How Would You Like the Assets to be Sorted?" with three dropdowns labeled 1, 2, and 3, each containing "DOE#". At the bottom, there are "Submit" and "Reset" buttons, which are circled in red.

Report Output

You have the option of three different output formats. Select one of the following:

- Acrobat (PDF)
- HTML
- Text file export (Excel)
- Select – Execute

The screenshot shows the "Sunflower Enterprise" logo at the top. Below it, the text "Sunflower Enterprise - Production 4.5.0.0 Review Reports" is displayed. Underneath, the report title "ASRV6010 Review Campaign Base Assets" is shown. A section titled "Choose an output format" contains three radio buttons: "Acrobat", "HTML" (which is selected), and "Text file export (Excel, Lotus 1-2-3, Access...)". Below this, there is a button labeled "eExecute" and the text "Press eExecute to run the report with the following parameters".

Inventory Reports Instructions

Acrobat report sample (PDF)

Sunflower Enterprise

ASRV6010

Review Campaign Base Assets

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01/06/2010 05:51

DOES	Flags	Official Name	Manufacturer	Model	Serial Number	Asset Value	Acq Date
INV 6000184	C	LATHE-METAL	HARDINGE	HLVH		\$ 19,201.60	01/01/1985
Manager: LBNL Owner: LBNL Division: AL Custodian: COLOMB DAN H 171119 User: BRIDGE RON 535603				Stock Number:	Unit Prices: \$19,201.60		
				Location: BERKELEY BUILDING : 080 ROOM : 0012			
INV 6000320	C	MILLING MACHINE	BRIDGEPORT	BR2J	1262122	\$ 11,839.48	02/01/1986
Manager: LBNL Owner: LBNL Division: PH Custodian: KUIPER RICHARD G 498475 User:				Stock Number:	Unit Prices: \$11,839.48		
				Location: BERKELEY BUILDING : 050 ROOM : 6035			
INV 6000467	C	MAGNET	OXFORD INC	C28029	97023	\$ 83,604.00	07/01/1985
Manager: LBNL Owner: LBNL Division: MS Custodian: PINES ALEXANDER 706475 User:				Stock Number:	Unit Prices: \$83,604.00		
				Location: BERKELEY BUILDING : 922 ROOM : B304			
INV 6000573	C	PRESS	ASIA PRESSU	SL1		\$ 94,900.00	01/01/1985
Manager: LBNL Owner: LBNL Division: MS Custodian: WU JAMES K 987284 User:				Stock Number:	Unit Prices: \$94,900.00		
				Location: BERKELEY BUILDING : 062 ROOM : 0142 0003026000580			
INV 6000580	C	COMPRESSOR	HEWLETT PACK	C3003215		\$ 9,593.10	01/01/1985
Manager: LBNL Owner: LBNL Division: MS Custodian: WU JAMES K 987284 User:				Stock Number:	Unit Prices: \$9,593.10		
				Location: BERKELEY BUILDING : 062 ROOM : 0142 0003026000580			

ASRV6050 Executive Review Resolution Summary

The Review Campaign Base Assets report will provide you with statistical information of “Open” and “Closed” assets. For the most part, you will run this report when you need to see an overview of your inventory statistics.

- Click on – Executive Review Resolution Summary

ASRV6000 Review Reports

To run a report, click one of the links below.

Base Asset Interface Processing Results	Review Campaign Base Assets
Current Resolutions at Different Location than Asset	Review Campaign Base Assets with Resolution Information
Executive Review Resolution Summary	Review Campaign Properties
Resolution Interface Processing Results	Review Resolution Summary
Review Accruals	Review Resolution Summary by Person

Previously Run Report

Reports Main Menu

Select the Executive Review Resolution Summary report parameters to generate the report
Review Campaigns

- Click on – 2013 Statistical Sample Inventory - Overall

Interest Type

- Select - Inventory Asset

Steward

- Enter Division initials
- Click – Submit

Inventory Reports Instructions

SunflowerEnterprise
Sunflower Enterprise - Production 4.5.0.0 Review Reports
ASRV6050 Executive Review Resolution Summary

How Would You Like to Select the Assets that Appear on the Report?

Review Campaigns: 2013 STAT SAMPLE INVENTORY, 2013 RFID TEST INVENTORY, 2007 WALCHAMMEL, 2008 STATISTICAL SAMPLE INVENTORY - ASSETS > 1 MILLION, 2008 STATISTICAL SAMPLE INVENTORY - COMPUTER-LAPTOPS, 2008 STATISTICAL SAMPLE INVENTORY - CONTROLLED, 2008 STATISTICAL SAMPLE INVENTORY - OVERALL, 2008 STATISTICAL SAMPLE INVENTORY - SENSITIVE

Interest Type: INVENTORY ASSET

Manager:

Owner:

Division:

☐ Include the Division child Organizations

Site/Off-Site Type: Stlv1 Type: BUILDING Stlv1 Identifier:

Location:

How Would You Like the Assets to be Grouped?
NONE

[Review Reports](#)

Report Output

You have the option of three different output formats. Select one of the following:

- Acrobat (PDF)
- HTML
- Text file export (Excel)
- Select – Execute

SunflowerEnterprise
Sunflower Enterprise - Production 4.5.0.0 Review Reports
ASRV6050 Executive Review Resolution Summary

Choose an output format
☒ Acrobat ☐ HTML ☐ Text file export (Excel, Lotus 1-2-3, Access...)

Press to run the report in this window or Press to run the report in the background

Selection Criteria: 327790

Selected by	Value
Review Campaign	2012 STATISTICAL SAMPLE INVENTORY-OVERALL
Interest Type	INVENTORY ASSET
Manager	
Owner	
Division	
Include Division child Organizations	N
Location	
Grouped by	
Group #1	NONE

[Review Reports](#)


Inventory Reports Instructions

Acrobat report sample (PDF)

Sunflower Enterprise ASRV6050		Executive Review Resolution Summary						Page 2 of 3 01/06/2010 13:08	
	Base	Positive Resolution	% Pos	Confirmed Unlocated	Cn Unl	Open	% Open		
SENSITIVE	18,487	0	.00	0	.00	18,487	100.00		
\$	49,445,895.00	\$	0.00	\$	0.00	\$	49,445,895.00	100.00	
HIGH RISK	8	0	.00	0	.00	8	100.00		
\$	133,935,522.12	\$	0.00	\$	0.00	\$	133,935,522.12	100.00	
CONTROLLED	9,230	0	.00	0	.00	9,230	100.00		
\$	491,439,727.81	\$	0.00	\$	0.00	\$	491,439,727.81	100.00	
OTHER	0	0	.00	0	.00	0	.00		
\$	0.00	\$	0.00	\$	0.00	\$	0.00	.00	
Subtotal	27,725	0	.00	0	.00	27,725	100.00		
\$	674,821,144.93	\$	0.00	\$	0.00	\$	674,821,144.93	100.00	
Report Totals									
	Base	Positive Resolution	% Pos	Confirmed Unlocated	Cn Unl	Open	% Open		
SENSITIVE	18,487	0	.00	0	.00	18,487	100.00		
\$	49,445,895.00	\$	0.00	\$	0.00	\$	49,445,895.00	100.00	
HIGH RISK	8	0	.00	0	.00	8	100.00		
\$	133,935,522.12	\$	0.00	\$	0.00	\$	133,935,522.12	100.00	
CONTROLLED	9,230	0	.00	0	.00	9,230	100.00		
\$	491,439,727.81	\$	0.00	\$	0.00	\$	491,439,727.81	100.00	
OTHER	0	0	.00	0	.00	0	.00		
\$	0.00	\$	0.00	\$	0.00	\$	0.00	.00	
Total	27,725	0	.00	0	.00	27,725	100.00		
\$	674,821,144.93	\$	0.00	\$	0.00	\$	674,821,144.93	100.00	

Text file export (Excel) (To download into Excel)

- Select - Text file export
- Click - Execute



Sunflower Enterprise - Production 4.5.0.0 Review Reports

ASRV6010 Review Campaign Base Assets

Choose an output format

☐ Acrobat
 ☐ HTML
 ☒ Text file export (Excel, Lotus 1-2-3, Access...)

Press to run the report with the following parameters

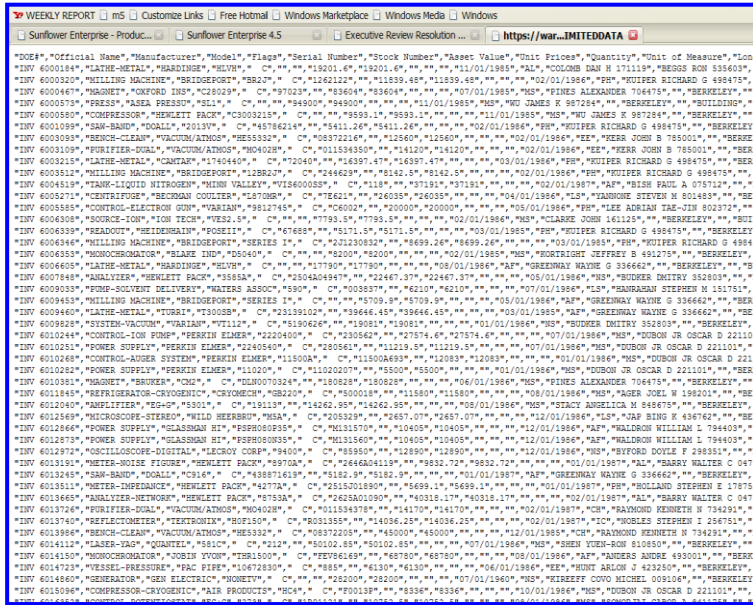
Selection Criteria: 263334

From the Edit dropdown menu

- Select - Select All (screen will turn blue)
- Select - Copy

Inventory Reports

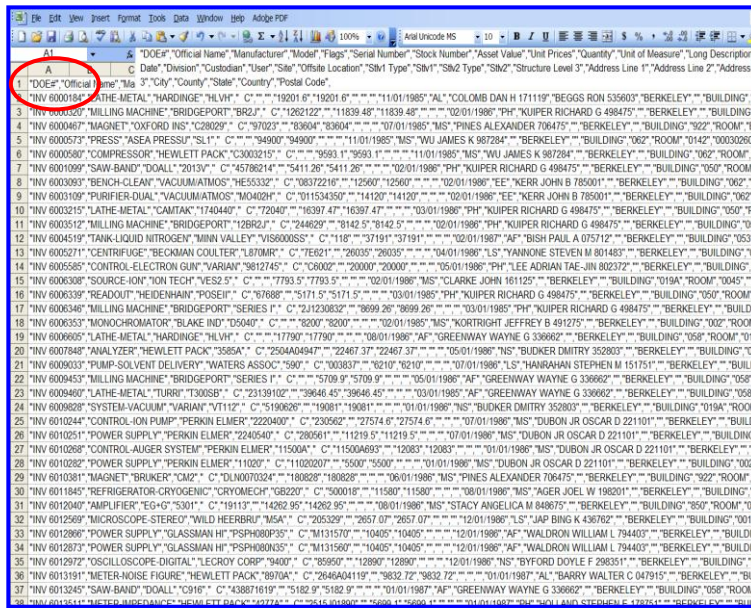
Instructions



Open an Excel Spreadsheet and highlight cell 1A

From the Edit dropdown menu

- Select - Paste in cell 1A



From the Data dropdown menu

- Select - Text to Columns

You will now be in the Convert Text to Columns Wizard

Step 1 of 3

- Select - Delimited
- Click - Next

Inventory Reports Instructions

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	"DOE#","Official Name","Manufacturer","Model","Flags","Serial Number","Stock
2	"INV 6000184","LATHE-METAL","HARDINGE","HLVH","C","","","19201.6","19201
3	"INV 6000320","MILLING MACHINE","BRIDGEPORT","BR2J","C","1262122","","11
4	"INV 6000467","MAGNET","OXFORD INS","C28029","C","97023","","83604","836
5	"INV 6000573","PRESS","ASEA PRESSU","SL1","C","","","94900","94900",""
6	"INV 6000580","COMPRESSOR","HEWLETT PACK","C3003215","C","","","9593.1"

Cancel < Back Next > Finish

Step 2 of 3

- Select – Comma
- Click – Next

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☒ **Comma** ☐ Treat consecutive delimiters as one

☐ Space ☐ Other: Text qualifier:

Data preview

DOE#	Official Name	Manufacturer	Model	Flags	Serial Number	Stock
INV 6000184	LATHE-METAL	HARDINGE	HLVH	C		
INV 6000320	MILLING MACHINE	BRIDGEPORT	BR2J	C	1262122	
INV 6000467	MAGNET	OXFORD INS	C28029	C	97023	
INV 6000573	PRESS	ASEA PRESSU	SL1	C		
INV 6000580	COMPRESSOR	HEWLETT PACK	C3003215	C		

Cancel < Back Next > Finish

Step3 of 3

- Click – Finish

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Column data format

☒ **General**

☐ Text

☐ Date: MDY

☐ Do not import column (skip)

Advanced... Destination: \$A\$1

Data preview

General	General	General	General	General	General	General
DOE#	Official Name	Manufacturer	Model	Flags	Serial Number	Stock
INV 6000184	LATHE-METAL	HARDINGE	HLVH	C		
INV 6000320	MILLING MACHINE	BRIDGEPORT	BR2J	C	1262122	
INV 6000467	MAGNET	OXFORD INS	C28029	C	97023	
INV 6000573	PRESS	ASEA PRESSU	SL1	C		
INV 6000580	COMPRESSOR	HEWLETT PACK	C3003215	C		

Cancel < Back Next > Finish

Inventory Reports Instructions

Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Item ID	Description	Manufacturer	Model	Flags	Serial Num	Stock Num	Asset Val	Unit Price	Quantity	Unit of Me	Long Desc	Acquisitor	Division	Custodian User	
1	DOE	Official Name	Manufacturer	Model	Flags	Serial Num	Stock Num	Asset Val <td>Unit Price<td>Quantity<td>Unit of Me<td>Long Desc</td><td>Acquisitor<td>Division<td>Custodian User</td><td></td></td></td></td></td></td>	Unit Price <td>Quantity<td>Unit of Me<td>Long Desc</td><td>Acquisitor<td>Division<td>Custodian User</td><td></td></td></td></td></td>	Quantity <td>Unit of Me<td>Long Desc</td><td>Acquisitor<td>Division<td>Custodian User</td><td></td></td></td></td>	Unit of Me <td>Long Desc</td> <td>Acquisitor<td>Division<td>Custodian User</td><td></td></td></td>	Long Desc	Acquisitor <td>Division<td>Custodian User</td><td></td></td>	Division <td>Custodian User</td> <td></td>	Custodian User	
2	INV 6000184	LATHE-METAL HARDINGE	HLVH	C		19201.6	19201.6					11/1/1985	AL	COLOMB	IBEGGS R	
3	INV 6000320	MILLING MACI BRIDGEPORT	BR2J	C	1262122	11839.48	11839.48					2/1/1986	PH	KUIPER	RICHARD G	
4	INV 6000467	MAGNET	OXFORD INS	C28029	C	97023	83604	83604				7/1/1985	MS	PINES	ALEXANDER	
5	INV 6000573	PRESS	ASEA PRESS	SL1	C		94900	94900				11/1/1985	MS	WU	JAMES K 98728	
6	INV 6000580	COMPRESSOR HEWLETT P	C3003215	C		9593.1	9593.1					11/1/1985	MS	WU	JAMES K 98728	
7	INV 6001099	SAW-BAND	DOALL	2013V	C	45786214	5411.26	5411.26				2/1/1986	PH	KUIPER	RICHARD G	
8	INV 6000393	BENCH-CL-EAF VACUUM/ATH	HESS332	C	6372216	12560	12560					2/1/1986	EE	KERR	JOHN B 78500	
9	INV 6003199	PURIFIER-DUP VACUUM/ATH	MO402H	C	11534330	14120	14120					2/1/1986	EE	KERR	JOHN B 78500	
10	INV 6003215	LATHE-METAL CAMTAK	1740440	C	72040	16397.47	16397.47					3/1/1986	PH	KUIPER	RICHARD G	
11	INV 6003512	MILLING MACI BRIDGEPORT	12BR2J	C	244629	8142.5	8142.5					2/1/1986	PH	KUIPER	RICHARD G	
12	INV 6004519	TANK-LIQUID I MINN VALLE	VIS60005	C	118	37191	37191					2/1/1987	AF	BISH	PAUL A 07512	
13	INV 6005271	CENTRIFUGE	BECKMAN C	L870MR	C	7E821	26035	26035				4/1/1986	LS	YANNONE	STEVEN I	
14	INV 6005585	CONTROL-ELEVARIAN	9812745	C	C6002	20000	20000					5/1/1986	PH	LEE	ADRIAN TAE-JI	
15	INV 6006308	SOURCE-ION ION TECH	VES2.5	C		7793.5	7793.5					2/1/1986	MS	CLARKE	JOHN 1611	
16	INV 6006359	READOUT	HEIDENHAIN	POSEII	C	67888	5171.5	5171.5				3/1/1985	PH	KUIPER	RICHARD G	
17	INV 6006346	MILLING MACI BRIDGEPORT	SERIES I	C	2,1230832	8699.26	8699.26					3/1/1985	PH	KUIPER	RICHARD G	
18	INV 6006353	MONOCHROM	BLAKE IND	D5040	C		8200	8200				2/1/1985	MS	KORTRIGHT	JEFFRE	
19	INV 6006905	LATHE-METAL HARDINGE	HLVH	C		17790	17790					8/1/1986	AF	GREENWAY	WAYNE	
20	INV 6007848	ANALYZER	HEWLETT P	3585A	C	2504A04947	22467.37	22467.37				5/1/1986	NS	BUDKER	DMITRY 35	
21	INV 6009033	PUMP-SOLVEI WATERS AS	590	C	3837	6210	6210					7/1/1986	LS	HANRAHAN	STEPHE	
22	INV 6009453	MILLING MACI BRIDGEPORT	SERIES I	C		5709.9	5709.9					5/1/1986	AF	GREENWAY	WAYNE	
23	INV 6009460	LATHE-METAL TURRI	T300SB	C	23139102	39646.45	39646.45					3/1/1985	AF	GREENWAY	WAYNE	
24	INV 6009828	SYSTEM-VACUARIAN	VT112	C	5190626	19081	19081					1/1/1986	NS	BUDKER	DMITRY 35	
25	INV 6010244	CONTROL-ION PERKIN ELM	2220400	C	230562	27574.6	27574.6					7/1/1986	MS	DUBON	JR OSCAR I	
26	INV 6010251	POWER SUPP PERKIN ELM	2240540	C	280561	11219.5	11219.5					7/1/1986	MS	DUBON	JR OSCAR I	
27	INV 6010268	CONTROL-AUT PERKIN ELM	11500A	C	11500A693	12083	12083					1/1/1986	MS	DUBON	JR OSCAR I	
28	INV 6010282	POWER SUPP PERKIN ELM	11020	C	11020207	5500	5500					1/1/1986	MS	DUBON	JR OSCAR I	
29	INV 6010381	MAGNET	BRUKER	CM2	C	DLN0070324	180828	180828				6/1/1986	MS	PINES	ALEXANDER	
30	INV 6011845	REFRIGERATE CRYOMECH	GB2201	C	500018	11580	11580					8/1/1986	MS	AGER	JOEL W 1982	
31	INV 6012040	AMPLIFIER	EG+G	5301	C	19113	14262.95	14262.95				8/1/1986	MS	STACY	ANGELICA N	
32	INV 6012569	MICROSCOPE WILD HEERESMA		C	205329	2657.07	2657.07					12/1/1986	LS	JAP	BING K 436762	
33	INV 6012866	POWER SUPP GLASSMAN F	PSPH0808	C	M131570	10405	10405					12/1/1986	AF	WALDRON	WILLIAM	
34	INV 6012873	POWER SUPP GLASSMAN F	PSPH0808	C	M131580	10405	10405					12/1/1986	AF	WALDRON	WILLIAM	
35	INV 6012972	OSCILLOSCOPE CROCY CO	9400	C	85950	12890	12890					12/1/1986	NS	BYFORD	DOYLE F 2	
36	INV 6013191	METER-NOISE HEWLETT P	8970A	C	2646A04119	9832.72	9832.72					1/1/1987	AL	BARRY	WALTER C I	
37	INV 6013245	SAW-BAND	DOALL	C916	C	4.39E+08	5182.9	5182.9				2/1/1987	AF	GREENWAY	WAYNE	
38	INV 6013244	METER-NOISE HEWLETT P	8970A	C	2646A04119	9832.72	9832.72					2/1/1987	AF	GREENWAY	WAYNE	